



Natural Resources Conservation Service
655 Parfet Street, Room E200C
Lakewood, Colorado 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-360-06-06

March 13, 2006

SUBJECT: PER-Performance Management Progress Reviews

TO: All Employees

PURPOSE: To provide guidance on the completion of progress reviews.

EXPIRATION DATE: September 30, 2006

ACTION REQUIRED BY: April 30, 2006

In accordance with the General Manual 360, Part 409 – Performance Management, at least one progress review is to be conducted during each established appraisal period. Normally, reviews will be accomplished during the mid-point appraisal period. Although we had two different Performance Appraisal Plans during the 2006 rating period, the mid-point of the appraisal period is April. The employee's pass-fail Performance Appraisal Plan will be combined with the 5-Tier Performance Plan in discussing the mid-point review with employees.

Each rating official is responsible for initiating the progress review and ensuring that progress review sessions are held. To meet this objective, each rating official should schedule a time to meet with their respective employees to review their performance. The progress review is a joint discussion between the rating official and the employee to review specific strengths and weaknesses in relation to the employee's work plan, as well as any areas of performance that are central to the employee's position. Rating officials should also discuss the employee's continued support for the Agency's 2006 strategic goals and initiatives. This discussion **does not** involve the issuance of a rating of record.

The rating official and the employee are encouraged to make written comments concerning the employee's performance on Form AD-435-A at the time of the progress review. The rating official and employee initial and date in the appropriate blocks to indicate that the discussions were held.

If you have any questions, please contact Lynn Hahn, Acting Human Resource Officer at 720-544-2830.

/s/ Allen Green

ALLEN GREEN
State Conservationist

